

BOARD OF SELECTMEN
Minutes of April 7, 2014

CALL TO ORDER: Selectman Ross McLeod called the meeting to order at 7:00 PM. Selectmen Roger Hohenberger, Al Letizio, Bruce Breton and Joel Desilets were present; as was Assistant Town Administrator Dana Call. Town Administrator David Sullivan was delayed, and arrived at 7:30 PM. Mr. McLeod opened with the Pledge of Allegiance.

ANNOUNCEMENTS: Mr. Letizio noted that the 1st Annual Scouting Jamboree had taken place over the previous weekend; adding it had been a great event and he looked forward to future ones. He indicated his son, Nick, had opened the event by singing the National Anthem, after which the Salem JROTC had conducted the flag ceremony. Mr. Letizio also noted that he and Mr. Desilets had served as judges for the cooking competition, and extended congratulations to Fred Nader and the other troop leaders for their success in coordinating the entire event. Discussion ensued, and Mr. McLeod extended thanks to Mr. Nader, as well, for successfully ensuring the turf field remained in good shape. Mr. Desilets noted that he and Mr. Letizio had also been presented with an official “1st Annual Windham Scouting Camporee” patch for their participation.

Mr. Letizio noted that on the following Saturday, 4/12, Heav’nly Donut would be hosting their Grand Opening from 9AM to 12 noon; with giveaways, face painting, and Jam’n 94.5 on site.

Mr. McLeod noted registration is open for the 1st Annual Citizen’s Police Academy, which would be starting April 17th and run each Thursday evening through June 12th from 6:30P to 9:00P. Mr. McLeod went on to note that this is an opportunity for residents to gain great insight into the workings of the Department, and what it does/doesn’t do; adding he encouraged all to take advantage of the opportunity to participate.

Mr. Letizio commended the DOT and Audley Construction for their efforts to monitor the I-93 project and protect the Pond during the recent flooding; adding that representatives had been on site in the middle of the night at times to make sure everything was alright.

DEPARTMENT OF TRANSPORTATION: Mr. Bill Oldenburg and Ms. Michelle Marshall reviewed the attached presentation with the Board relative to implementation of the State’s “High Risk Rural Sign Replacement” program in Windham. Highlights of the discussion which ensued included:

- As some neighborhoods may not appreciate such signage, the DOT would like to know as such before proceeding.
- The program is implemented regionally, and upwards of forty (40) communities have been done so far.
- Plans for our region will be developed in 2014, and bid out at year end; with a 2015 implementation. A “Municipal Work Zone” agreement will need to be executed between the Town and DOT regarding traffic control.
- Windham ranks the 40th worst community in the State as it pertains to the number of accidents on our rural roads.
- The differences between the existing and new signage as it pertains to reflectivity is highly noticeable; and School zone and similar signage has already been converted to the latter.
- The Highway Safety Committee will review the areas proposed by the DOT for implementation, to ascertain whether it is needed. Mr. Sullivan will review the Municipal Work Zone agreement.
- The Town will make the final determination as to in which locations, if any, the new signage will be implemented. Once the new safety signs are installed, it will not be as easy for the Town to remove them in future.
- Once the DOT/Highway Safety Committee completes their review of the Town, and the proposed locations are established, pdfs of the maps will be posted on the Town website.

Mr. Breton moved and Mr. Letizio seconded to authorize the Chairman to sign a letter of support for the DOT's proceeding as discussed. Passed unanimously. Further, brief discussion ensued, and the Board then thanked Mr. Oldenburg for his presentation.

BID AWARD - MASTER PLAN: Mr. McLeod noted that the Planning Board had voted unanimously the previous week to request that the Selectmen take no action on this matter; as they would like time to review the project scope.

Mr. Letizio noted that the Selectmen had discussed this during the budget review, and the presumption would be that it had gone to the Planning Board for review. He sought clarification as to whether this was not the case. Mr. McLeod replied that the Planning Board had not reviewed the scope in detail, and that the new Board had concerns and will be taking it up as part of a workshop session. Discussion ensued, and Community Development Director Laura Scott approached to confirm that the Planning Board had requested this item be postponed. Ms. Scott also noted that one bid had been received, from Southern NH Planning Commission, who was in attendance. Discussion ensued regarding the bid specifications having noted that the project would be awarded that evening, and that any postponement would not be indefinite. No further action was taken.

BID AWARD – GARAGE DOORS: Mr. Sullivan advised that eight (8) bids had been received:

DOORS WITH WINDOWS	Exceptions Noted:	Model	Description	#1 (9'6"x9'6")	#2 (9'6"x9'6")	#3 (10'8"x9'9")	#4 (10'0"x9'8")	Other*	Total
R.G. Tombs, Hooksett NH	none	CHI model 2298	3 top rows of windows; 2 rows of white panels; door 1 & 2 (4), door 3 & 4 (5)	\$2,482.00	\$2,482.00	\$2,790.00	\$2,790.00	\$ -	\$10,544.00
Overhead Door of Manchester, Londonderry NH	none	CHI model 2298	3 top rows of windows; 2 rows of white panels; door 1 & 2 (4), door 3 & 4 (5)	\$2,195.00	\$2,195.00	\$2,495.00	\$2,225.00	\$2,200.00	\$11,310.00
Overhead Door of Concord, Concord NH	a	CHI model 2298	3 top rows of windows; 2 rows of white panels; # panels across not specified	\$-	\$-	\$-	\$-	\$-	\$9,995.00
Raynor Door, Manchester NH	b	CHI model 2298	3 top rows of windows; 2 rows of white panels; door 1 & 2 (4), door 3 & 4 (5)	\$2,980.00	\$2,980.00	\$3,030.00	\$3,450.00	\$220.00	\$12,660.00
Shumsky Door Corp, Methuen MA	c	Wayne Dalton model 451, non insulated	3 top rows of windows; 2 rows of white panels; 6 panels across	\$2,850.00	\$2,850.00	\$2,850.00	\$2,850.00	\$-	\$11,400.00
Shumsky Door Corp, Methuen MA	c	Wayne Dalton model 452, insulated	3 top rows of windows; 2 rows of white panels; 6 panels across	\$3,450.00	\$3,450.00	\$3,450.00	\$3,450.00	\$-	\$13,800.00
Peter DeSalvo Contracting, Hudson NH		CHI model 2298	3 top rows of windows; 2 rows of white panels; door 1 & 2 (4), door 3 & 4 (5)	\$-	\$-	\$-	\$-	\$-	\$12,544.48
Cyr Lumber, Windham, NH		CHI model 2298	3 top rows of windows; 2 rows of white panels; door 1 & 2 (4), door 3 & 4 (5)	\$2,850.00	\$2,850.00	\$3,130.00	\$2,740.00	\$-	\$11,570.00

Mr. Sullivan advised that, prior to being placed out to bid, the Historic District Commission had been consulted regarding these replacement doors and what would be the most appropriate. He indicated that his recommendation would be that any motion to award be made contingent upon the HDC's concurrence with having two doors with 4 and two with 5 windows across; which is contrary to the latter's motion of support.

Mr. Sullivan then advised he had contacted the references for the two (2) low bidders; Overhead of Concord and RG Tombs. He advised that his recommendation would be that the Board award the bid to RG Tombs, as he is more comfortable with them as it pertained to possible contingencies such as additional carpentry needs. Mr. Sullivan noted that RG Tombs also manufactures their own tracks.

Mr. Breton raised concerns regarding the central access door, which is not yet up to code, and that same should be replaced before the others as it may impact the overhead doors to either side. Maintenance Supervisor Jack McCartney noted that replacement of the center would require removal of some of the stone and, even if a new 42” door was installed it should not impact the overheads.

After further discussion, Mr. Letizio moved and Mr. Desilets seconded, per staff recommendation, to award the bids for replacement garage doors to RG Tombs of Hooksett for their bid price of \$10,544. Passed 4-0-1, with Mr. Breton abstaining.

BID AWARD – ROOF RESHINGLING: Mr. Sullivan advised that last year only one bid, of \$20,000, had been received for this same project. He noted it had thus been rebid and four (4) received by the deadline as follows:

Vendor	Total Bid Price	Alternate Pricing Requested	Additional Bid Notes
Peter DeSalvo Contracting – Hudson, NH	\$17,700	\$1.05/sq ft Additional price for plywood replacements	
A+ Exteriors – Milton, NH	\$15,466	\$1.06/sq ft Additional price for plywood replacements	
Tecta America NE – Billerica, MA	\$19,495	\$12,350 lump sum	Separate price of \$2.75/sq ft for damaged/rotted sheathing
Patandy Construction – Rochester, NH	\$20,000	\$1.00/sq ft Additional price for plywood replacements	

Brief discussion ensued, and Mr. Letizio moved and Mr. Hohenberger seconded to, per staff recommendation, award to A+ Exteriors of Milton, NH for their bid amount of \$15,466 reshingling of the Community Development building roof. Passed unanimously. Mr. Sullivan indicated that, if additional plywood is needed, he will advise the Board accordingly.

DONATIONS: Mr. Sullivan, on behalf of the Recreation Coordinator, requested that the Board accept the following donations toward the Annual Daddy/Daughter dances:

Packaged cookies from Home Free Treats of Windham: Valued at \$30
(2) Raffle baskets, Cynthia Moskowicz of Verani: Valued at \$150

Mr. Hohenberger moved and Mr. Letizio seconded to accept the above donations with gratitude. Passed unanimously.

RAIL TRAIL ALLIANCE REQUEST: Mr. Sullivan advised that RSA 508:17 allows the Board to afford immunity from liability to the Alliance members by officially designating them as Town volunteers and specifically assigning their duties. Discussion ensued, and Mr. McLeod noted that he could envision circumstances pertaining to maintenance of the area by the Alliance which would open the members up to liability. Mr. Desilets noted that the RSA in question specifies that volunteers of a non-public association are already immune, and questioned what the difference would be and/or what would be gained by this designation. Discussion ensued and it was clarified that the liability, right now, falls upon the WRTA and not the Town.

Mr. Desilets then inquired what the cost impacts would be to the Town, if any. Mr. Sullivan noted there would be no financial impacts as far as premiums, as the Town has umbrella coverage; adding there would only be costs in the event of an incident in which the town would need to defend the member(s) as we do any other employee or designated volunteer.

Further discussion ensued as to how many members there were requesting designation; and Mr. Sullivan clarified that there were eight (8) individuals at this point.

Mr. Letizio moved and Mr. Breton seconded to approve the official designation of the Rail Trail Alliance as volunteers per RSA 508:17. Mr. Sullivan clarified that the motion should designate the specific, individual members rather than the Alliance as a whole. Mr. Letizio amended his motion, and Mr. Breton his second accordingly, and the motion passed 4-1, with Mr. Desilets opposed.

Brief discussion ensued regarding the differences between this circumstance and the drivers of the Town van, the latter of which are now employees. Mr. Letizio requested that staff verify with Primex the differences between usage of private versus Town vehicles. Mr. Sullivan clarified the difference relates to employee versus volunteer, as the latter would be covered under their own insurances.

PERSONNEL POLICY: Mr. Sullivan explained that amendments are being proposed to the Personnel Policy, for non-union employees, relative to minimum earned time usage requirements and increases to health insurance waiver stipends. He indicated that these amendments will bring the Personnel Policy in line with the contracts as passed at Town meeting. After a brief discussion, Mr. Letizio moved and Mr. Hohenberger seconded to post the proposed amendments to the Personnel Policy for Public Hearing. Passed unanimously.

BOARD LIAISON ASSIGNMENTS: Mr. McLeod noted there were three (3) assignments for which multiple requests had been made: Planning Board, Cable, and Welfare Overseer; asking that the discussion begin with the Planning Board and why each felt they should serve as liaison.

Mr. Breton and Mr. Desilets each presented their rationale behind requesting the primary liaison assignment to the Planning Board; before Mr. Letizio suggested that he and Mr. Hohenberger withdraw their requests to serve as Alternate liaison thereby allowing Mr. Breton to be primary and Mr. Desilets to be the alternate.

Mr. Hohenberger concurred with Mr. Letizio, however, he indicated he would prefer that Mr. Desilets be the primary and Mr. Breton the alternate. Lengthy discussion ensued, and Mr. Hohenberger moved to appoint Mr. Desilets as primary liaison to the Planning Board. There was no second.

Mr. Letizio moved and Mr. Desilets seconded to appoint Mr. Breton as primary liaison to the Planning Board. After a brief discussion, Mr. Letizio amended his motion, and Mr. Desilets his second, to also appoint Mr. Desilets as Alternate liaison. Motion passed 4-0-1, with Mr. Breton abstaining.

Brief discussion ensued regarding the other contested positions, before Mr. Breton moved and Mr. Letizio seconded to approve the following liaison assignments:

Cable TV	Roger Hohenberger
Cable TV (Alternate)	Bruce Breton
CIP	Roger Hohenberger
CIP (Alternate)	Al Letizio
Depot Rd Advisory	Roger Hohenberger
Economic Development	Al Letizio
Economic Development (Alternate)	Joel Deslits
Haz Mat District	Bruce Breton
Historic Committee	Joel Desilets
Housing Authority	Bruce Breton
Information Tech Advisory Com.	Al Letizio
Joint Loss Safety Committee	Bruce Breton
Master Plan Committee	Joel Desilets
Recreation Liaison	Bruce Breton
Welfare Overseer	Joel Desilets

Motion passed unanimously.

2014 BOARD OF SELECTMEN GOALS: The Board held a lengthy discussion regarding establishment of goals for the upcoming year; and various possibilities for same. Highlights of the discussion included:

- Mr. Sullivan suggested several possibilities including: continuing to develop the 10-year operations plan; resuming strategic planning; review of lands for possible sale; determination of what to do with the former police station on Route 111; and resuming individual workshops with Department Heads and adding bi-annual workshops with the School Board, Planning Board, and State representatives.
- Mr. Breton commented that he has been working with the School District and State Delegation, and then suggested the development of Cistern and or Long-term Water Supply Maintenance Program as a goal.
- Mr. Desilets concurred with the need for Strategic Planning, and added the development of an Employee Personal Development and Satisfaction Program.
- Mr. Hohenberger noted the need to continue Impact Fee updates and Board involvement in/updates regarding the Searles restoration plans.
- Mr. Letizio offered several suggestions, including: reviewing all Town owned buildings/properties and developing a plan for same; continuing to utilize the talents of the staff team to further allow the Board of Selectmen to focus on larger matters; increasing the Town's web and social media presence; scheduling of joint meetings as suggested by Mr. Sullivan; review of the Town's organizational structure; and, development of a Beautification Program for the Town.

It was the consensus of the Board that Mr. Sullivan compile all of the suggestions and a workshop be scheduled at which the Board will review and prioritize the submissions via a multi-voting process to establish their focus for 2014. Mr. Breton inquired whether the public's input will be sought, as well, and it was noted the proposals could be placed on the web and in the paper for the public to weigh in on.

Mr. Sullivan advised that the previous week he, Mr. Finn, Attorney Campbell, and Representative McMahon had appeared before the legislative committee relative to garnering support for legislative action to ratify the Town Meeting vote to purchase Campbell Farm. He advised that Representative Mary Griffin, the Local Government Center, and the Department of Revenue Administration have all also shown their support for the proposed bill, SB236. Brief discussion ensued.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Letizio seconded to enter into a nonpublic session in accordance with RSA 91-A:3 II d and e. Roll call vote - all "yes". The topics of discussion were land acquisition and legal, and the Board, Mr. Sullivan and Ms. Devlin were in attendance in all sessions.

Mr. Sullivan updated the Board on a legal matter relative to a tax abatement/exemption issue. Mr. Breton moved and Mr. Letizio seconded to authorize the request to amend the settlement as discussed. Passed 4-1, with Mr. Desilets opposed.

The Board discussed a legal process relative to depositions. No decisions were made.

Mr. Sullivan updated the Board on a land acquisition matter. After lengthy discussion, it was the consensus of the Board that Mr. Sullivan consult with the party involved and return to the Board with further information.

Mr. Breton moved and several seconded to adjourn. Passed unanimously.

Meeting was adjourned at 9:30 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

Note: These minutes are in draft form and have not been submitted to the Board for approval.

Highway Safety Improvement Program (HSIP)

Bill Oldenburg, Bureau of Highway Design
Michelle Marshall, Highway Safety Engineer



HSIP Purpose

The Purpose of the HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on public roads.

HSIP Consists of Three Programs

1. Strategic Highway Safety Plan (SHSP)
2. High Risk Rural Road Program
3. Railway-Highway Grade Crossing Program

High Risk Rural Roads (HRRR)

- New Hampshire (\$900,000/Year - 2014)
- Eligible on any roadway functionally classified as:
 - Rural major collector (functional class 7)
 - Rural minor collector (functional class 8)
 - Rural local road (functional class 9)
- Accident rate for fatalities and incapacitating injuries > statewide average
- Construction and operational safety improvements

Project Scope

- Highway Safety – Reduce Fatal and Unjury Crashes
- Improvement of Signing and Delineation on HRRR Eligible Roads to Decrease Lane Departure Crashes
- 6 Towns included in Project
 - Highest number of crashes on HRRR eligible roads
 - Selected Regionally

Project Scope

BASIC SIGNING TREATMENTS FOR HORIZONTAL CURVES

1. Horizontal Alignment signs: Turn (W1-1), Curve (W1-2), Reverse Turn (W1-3), Reverse Curve (W1-4), Winding Road (W1-5), Hairpin Curve (W1-11), or Loop (W1-15) as an advance warning sign depending on the geometry of the curve(s)
2. Advisory Speed Plaque (W13-1) (with any of the Horizontal Alignment signs)
3. One-Direction Large Arrow (W1-6) sign
4. Combination Horizontal Alignment/Advisory Speed (W1-1a or W1-2a) sign
5. Curve Speed (W13-5) sign
6. Chevron Alignment (W1-8) sign
7. Delineators

Project Scope

- Retroreflectivity:
 - Reflecting light back to the source
- Makes signs visible in dark conditions
- Critical for nighttime driving



Project Scope



Standardization

- Reduces accidents by reducing confusion
 - Provide consistency for the driver
- Use standard signing (MUTCD)
- Measured – not estimated
 - Ball bank indicator for advisory speeds
 - Hand level for down grades

Project Scope



Project Scope



Engineering Prep

- Identify towns in each region with highest number of crashes on HRRR eligible roads.
- Consult with state and town representatives to identify roads to include in evaluation.
- For each review all accident reports from the subject area for the preceding three years.

Engineering Fieldwork

- Focus determined by types and patterns of accidents revealed by the accident reports
- Concentrate on:
 - Curve and turn signing
 - Signing standardization

Project Tasks

1. Identify roads for evaluation
 - Crashes
 - State and town recommendations
2. Field evaluation to determine improvements
 - Geographic Location
 - Type of Traffic Control Device
3. Field engineering to determine specific improvement and location
 - Ball Bank Indicator, Distance Measurements, Level...
4. Installation
 - Contracted
 - State Specifications
5. Field review of installations
 - Acceptance
 - Inventory

Costs

- Project Costs –
 - Est. \$250,000 – 300,000 (all 5 Towns)
 - 100% State and Federal Funds
 - No Town Funds needed
- Town will receive old signs (recycle or reuse)
- Once in place New signs become Town maintenance responsibility.

Next Steps

- Town Support for project (letter)
- Town review of roads to see if any should be eliminated from project.
- Project Development – 2014
- Municipal Work Zone Agreement (letter)
- Construction - 2015